

SECTION 1 - THE SCHEDULE

CONTINUATION TO SF-1449, RFQ NUMBER SMX53014Q0005 PRICES, BLOCK 23

SCOPE OF SERVICES

The Non-Immigrant Visa (NIV) unit currently uses an electronic numbering system to move visa applicants through the verification and interviewing process. The new contract will provide all services to the following Posts: American Embassy Mexico City, American Consulate Guadalajara, American Consulate Hermosillo, American Consulate Matamoros, American Consulate Merida, American Consulate Nogales, and American Consulate Nuevo Laredo. The contractor shall visit twice a year (two days per visit) for a complete systems check; review reports and analyze system performance with each U.S. Embassy/Consulate resulting in a letter of suggestions for improvements.

NOTICE TO PROCEED AND PERIOD OF PERFORMANCE

This contract includes a Notice to Proceed requirement. This Notice to Proceed will be issued within ten calendar days of award or ten calendar days of receipt of evidence of Defense Base Act (DBA) insurance, if DBA insurance is required.

The performance period under this contract will commence on the date listed in the Notice to Proceed and continue for six months.

This contract also contains FAR 52.217-9. "Option to Extend the Term of the Contract". This option allows an additional two 6-month periods of performance.

BASE 6 MONTHS

| <u>Item</u> | <u>Description</u> | <u>Unit</u> | <u>Quantity</u> | <u>Unit Price</u> | <u>Total Price</u> |
|-------------|----------------------------|-------------|-----------------|-------------------|--------------------|
| 1 | Maintenance and Preventive | month | 6 | _____ | _____ |
| 2 | Paper Provisions | as needed | | | |

OPTIONAL 6 MONTHS ONE

Continuing twelve months from the expiration of Base Year identified above

| <u>Item</u> | <u>Description</u> | <u>Unit</u> | <u>Quantity</u> | <u>Unit Price</u> | <u>Total Price</u> |
|-------------|----------------------------|-------------|-----------------|-------------------|--------------------|
| 1 | Maintenance and Preventive | month | 6 | _____ | _____ |
| 2 | Paper Provisions | as needed | | | |

OPTIONAL 6 MONTHS TWO

Continuing twelve months from the expiration of Base Year identified above

| <u>Item</u> | <u>Description</u> | <u>Unit</u> | <u>Quantity</u> | <u>Unit Price</u> | <u>Total Price</u> |
|-------------|--------------------|-------------|-----------------|-------------------|--------------------|
|-------------|--------------------|-------------|-----------------|-------------------|--------------------|

| | | | | | |
|---|------------------------------------|-----------|---|-------|-------|
| 1 | Preventive and Corrective Services | month | 6 | _____ | _____ |
| 2 | Paper Provisions | as needed | | | |

| | |
|---------------------|-------|
| Base 6 Months | _____ |
| Optional 6 Months 1 | _____ |
| Optional 6 Months 2 | _____ |
| Grand Total | _____ |

**CONTINUATION TO SF-1449, RFQ NUMBER SMX53014Q00045 SCHEDULE OF
SUPPLIES/SERVICES, BLOCK 21DESCRIPTION/SPECIFICATIONS/WORK
STATEMENT**

Statement of Work

The new contractor will maintain a Help Desk, with direct phone assistance and e-mail support (e-mail address) for critical cases in Mexico City, provide on-site visits within 2-4 hours and offer a solution in 8 hours or less. Outside of Mexico City on-site visit should occur in less than 8 hours and recovery in less than 16 hours. Have equipment and/or parts KIT on-site at strategic areas to provide a quick response. Assign emergency recovery KIT in case of disaster. Offer changes on the actual configurations twice a year at any location. Update equipment and software when equipment is irreparable or becomes ineffective and when software becomes ineffective. Furnish supplies, hardware and software re-installations, and new installations as needed. Maintain software and equipment including printers and cables. Offer equipment and software training for new employers twice a year. Supply access and passwords to software and systems for management reporting. In consideration of satisfactory performance of all scheduled services required under this contract, the Government will pay the contractor a firm-fixed-price per issue. This contract will be awarded for six months.

Invoices

Invoices shall be submitted monthly to the following address and shall bill for the number of newsletters published during that period.

Invoices shall be submitted to the following email address: mexfmcinvoices@state.gov

SECTION 3 - SOLICITATION PROVISIONS

52.212-1, INSTRUCTIONS TO OFFERORS -- COMMERCIAL ITEMS (FEB 2012), IS INCORPORATED BY REFERENCE. (SEE SF-1449, BLOCK 27A).

ADDENDUM TO 52.212-1

A. Summary of instructions. Each offer must consist of the following:

A.1. A completed solicitation, in which the SF-1449 cover page (blocks 12, 17, 19-24, and 30 as appropriate), and Sections 1 and 5 have been filled out.

A.2. Information demonstrating the offeror's/quoter's ability to perform, including:

(1) Name of vendor assigned to this project.

(2) Resume listing relevant past experience;